

NSA/CSSPMM 30-2  
Chapter 340

APPENDIX C

DETACH BEFORE PREPARING  
PRINT WITH PEA ONLY

WORKFORCE ASSESSMENT DATA COLLECTION  
(Reference: NSA/CSS PMM 30-2, Chapter 340)

RETURN ENTIRE PACKET TO M35 BY

SOCIAL SECURITY NO. (1) NAME (Last, First, MI) (2)  
COSC (5) JOB NUMBER (6)

GRADE (e.g. GS-15) (3) ORG (4)

SECTION I: FROM THE EMPLOYEE PERFORMANCE APPRAISAL FORM P1, TRANSCRIBE THE FOLLOWING DATA  
(The numbers in ( ) on the P1 correspond to the block numbers here. Enter one character per assigned block)

BLOCK 7: APPRAISAL PERIOD						8-19: DUTY RATINGS												OVERALL PERFORMANCE RATING						
FROM						ENTER THE RATING (1-19) FOR EACH DUTY. IF PRINTED DUTY NOT APPLICABLE, ENTER N. IF RATING BOX BLANK, ENTER 0. (1-19) (20-39) (40-59) (60-79) (80-99)																		
YR	MO	DA	YR	MO	DA	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
20: DATE OF EMPLOYEE DISCUSSION						21: DID EMPLOYEE HAVE COM- MENTS ON FORM P1? Y = YES N = NO																		
YR	MO	DA																						

SECTION II: FROM THE INVENTORY OF ATTRIBUTES FORM P1B, TRANSCRIBE THE FOLLOWING  
(The numbers in ( ) on the P1B correspond to the block numbers here. Enter one character per assigned block)

BLOCK 22: DATES EMPLOYEE UNDER SUPERVISION						23: SUPERVISOR'S SOCIAL SECURITY NUMBER. INDICATE IF CIVILIAN OR MILITARY IN (C = CIVILIAN M = MILITARY) (Social Security Number)																	
FROM						TO																	
YR	MO	DA	YR	MO	DA																		
24-30: INVENTORY EVALUATIONS (For a one-digit evaluation, precede the evaluation with a 0. e.g. 0-1 evaluation = 01)												31: <del>31: SUPERVISOR'S RANKING</del> (If number is only one or two digits, precede with 0 e.g. 6 = 006, 27 = 027)											
(24)	(25)	(26)	(27)	(28)	(29)	(30)	32-34: RANKING BY SUPERVISOR																
						33: EMPLOYEE RANKING																	
						34: DATE OF SUPERVISOR'S SIGNATURE																	
35-36: RANKING BY REVIEWING OFFICIAL (If one or two digits, precede with a 0, e.g. 6 = 006)																							
35: NO. OF EMPLOYEES						36: EMPLOYEE RANKING																	

FORM P1A, AUG 74

FOR MANAGEMENT USE ONLY